

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

KAMPALA

2. AGENCY

STATE

3a. POSITION NO.

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

PLUMBER FOREMAN FSN

5

b. Other

c. Proposed by Initiating Office

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

U.S.EMBASSY KAMPALA

a. First Subdivision

ADMINISTRATIVE OFFICE

b. Second Subdivision

GENERAL SERVICES OFFICE

c. Third Subdivision

MAINTENANCE SECTION

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

MOSES OKODU

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

BYRNE ALLAN

Typed Name and Signature of American Supervisor

Date (mm-dd-yy)

STOKES, CRISTINA

Typed Name and Signature of Human Resources Officer

Date (mm-dd-yy)

13. BASIC FUNCTION OF POSITION

Under direct supervision of Facilities Supervisor, the incumbent supervises and directs a multi-trade force of 4 maintenance technicians and 1 trade maintenance helper engaged in preventive maintenance and repair of plumbing systems and associated equipment in residential quarters and government owned office buildings or leased properties.

14. MAJOR DUTIES AND RESPONSIBILITIES	% OF TIME
<p>As working supervisor directs four (4) full journeyman mechanics, multi trade technician and trades maintenance helper engaged in maintenance and repair works performance on structures and associated equipment in office buildings, residential quarters, and other government owned or leased properties.</p>	20%
<p>Personally performs highly skilled full journeyman level works in Plumbing system responsible for correct installation, maintenance, repair and modifications of plumbing systems and associated equipment in US Mission office buildings, residential quarters and other government owned or leased properties. Receives written or oral instruction, explains and interprets blue prints, schematic drawings and other guidelines about work to be done, plans the work including time and materials, executes work and documents tasks completion and maintains complete work order tickets records and develops status report. Work may include but not limited to laying water supply and drainage lines, installing overhead reservoirs, water heaters, ice makers/distiller equipment, cloth washers, dishwashers, unblocking water/drains lines, clearing air locks, water harmers.</p>	20%
<p>Responsible for periodic preventive maintenance of all plumbing system and equipment such as water treatment plants, rescaling water distiller boilers and cleaning water reservoirs. Reviews the condition of Plumbing wares/associated sanitary fittings and equipment to ensure compliance with US Mission requirements and specifications. Must be familiar with basic safety requirements and practices involving tasks, tools and equipment. Maintains plumbing supplies, equipment tools, and work areas in good condition including general housekeeping of shop and work sites.</p>	20%
<p>Performs tasks in other trades as assigned. Performs non-plumbing tasks unassisted, as qualified by on-the job training and other instructions. Provides assistance to other qualified journeyman technicians as required. Composite of multi-trade tasks includes electrical, masonry and carpentry. Provides technical advice and guidance to procurement section on the correct replacement parts and equipment size to be installed in the desired office/residential quarters.</p>	10%
<p>Will perform incidental driving duties to transport supplies, tools/equipment and personnel to/from Warehouse stores and work sites, assigns scheduled and unscheduled work including emergency repair duties, ensures repair tasks are completed, inspected in conformity with specified accepted operation procedures (SOP) in reference to standards, quality control and customer satisfaction, assist Facilities Maintenance supervisors with personnel work performance evaluations and supplies BPA procurement system.</p>	30%
15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE	

- a. Education
Completion of secondary school and completion of vocational training or apprenticeship recognized as producing journeyman plumbing skills is required.
- b. Prior Work Experience
Three years of journeyman plumbing experience is required.
- c. Post Entry Training
Embassy policies and procedures i.e. safety standards, security of trade equipment/tools and customer service training on how to best interact with co- worker, American staff and their spouses.
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- d. Language Proficiency: List both English and host country language(s) by level and specialization.
Level II English ability is required.
- e. Knowledge
Must have full journeyman plumbing knowledge of established practices and procedures of the plumbing trade is required.
- f. Skills and Abilities
Basic knowledge of the construction industry and use of the hand and power tools and professionally be able to determine extent of damage or problem with the experience it takes to make necessary recommendations for equipment repair or replacement. Must hold a valid Ugandan driver's license and maintain valid medical work clearance requirements..

16. POSITION ELEMENTS

- a. Supervision Received
Maintenance Supervisor, Facilities Maintenance Manager and General Services Officer.
- b. Available Guidelines
Oral and written instructions from the supervisor, established trade practices and procedures. GMMS work order manuals, administrative instructions and staff notices, SOP, FSN Handbook, Facility Manager's Handbook and US Mission Housing Policy Handbook.
- c. Exercise of Judgment
Determine extent, nature of repairs needed and need for replacement of equipment.
- d. Authority to Make Commitments
None
- e. Nature, Level and Purpose of Contacts
Co-workers in maintenance section and US Direct Hire Americans employees.
- f. Supervision Exercised
Supervises 2 plumbers and 1 trainee
- g. Time Required to Perform Full Range of Duties after Entry into the Position
52 weeks

